



USER MANUAL

Rev 15
CDCR Juvenile Justice Division
Ward Incentive System in WIN



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This user manual will describe in detail how the new *Ward Incentive* tracking and notification component of WIN operates. In short, all staff with access to a WardMaster palette will have the ability to view Ward Incentive data. Three new additional palettes are also available for Ward Incentive use.

- * A WIN night process will calculate on a nightly basis all Level changes and create a transaction history record documenting each change. Case notes are also created documenting all Level changes. All changes will be based upon DDMS activity. This eliminates the need for manual daily tracking logs.
- * Case Counselors have at their disposal a variety of daily reports including promotions, demotions, 30 days on C Level and A Level eligibles, Purchase Reports, Level Rosters and Canteen Spending Limit Reports.
- * Case Counselors have the ability to purchase privileges on behalf of their assigned caseload.
- * Intake staff have the ability to set initial values based upon what a youth enters the Facility with.
- * The Master Ward Incentive Coordinator has the ability to make A Level promotions.
- * Superintendents have the ability to award additional *Incentive Points* for any reason.
- * Ward Incentive Coordinators have the ability to add special point awards, with the PAIII as their back-up.
- * A variety of additional reports are available both in menu item form and in the WardMaster input form.

WIN User Detail

The Night Process:

The “Night Process” is a routine WIN uses every night (usually between midnight and 3am) to analyze every active youth’s Incentive status. DDMS cases are used to determine how many “good program days” a youth has maintained and if an “action” is deemed necessary. The computer can either change a youth’s incentive level, or award 30-day cycle incentive points. Each type of action has its own set of rules and a WI_Incentive_History record is created documenting the Level and point change. If the Level is changed, an additional case note entry is made as well.

GENERAL RULES

A “Program Day” is considered to be after “bedline” time the day before and lasts until bedline time the next day. Bedline times by default will be 8pm but can be customized for your Facility by having your LAN Manager enter the time in the Defaults Table on TAB #5 (discussed in detail later).



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A “Good” Program Day is considered to be a day in which a youth did not receive any DDMS. A “Bad” Program Day will be considered anything else. Good days are NOT accumulated while a youth is on Out to Court (OTC) status.

A “Serious DDMS” case is considered to be all Level III DDMS cases and all Level II DDMS cases involving allegations 2B, 2C and 2D. All other DDMS cases, including all Level I DDMS cases, are considered “less-serious” cases.

For purposes of Ward Incentive day calculations, an “adjudicated” DDMS case will be determined as follows:

- Level I DDMS (Minor Misconduct) - Considered adjudicated the day it is created.
- Level II DDMS - Considered adjudicated when the case is closed.
- Level III DDMS - Considered adjudicated if there is an admission at the Notification Stage - or – the case is beyond the 1st level of appeal - or - once the case is closed and not dismissed, marked as a mistake or an appeal is granted at any level.

Pending Level II DDMS (non-adjudicated) cases will never be used to demote a youth to a lower incentive level. However, a pending Level II DDMS case will not be consider a good program day either. Therefore, if a youth needs one additional good program day to promote to a higher level, the youth cannot count the day they received an un-adjudicated DDMS case.

All Level I DDMS (minor misconduct) cases are considered as fact the moment they are created. The creation of a Level I case does not trigger an immediate recalculation of a youth’s status, but is considered in the Nightly Process when considering good days for each youth.

Adjudicated DDMS and all Level I cases that are later dismissed or marked as a mistake will not cause an immediate recalculation of all youth’s status. However, that evening’s Night Process will take into consideration the new good day count for each youth and a promotion back to the Level the youth came from could happen if the DDMS case were the deciding count of good program days.

A youth’s “30-day cycle” starts with the date of their last level change. Once that date is reached a month later a new “cycle” starts until that date next month. If that day does not exist in any given month, the end of the month is considered to be the end of that cycle. Not all cycles will be exactly 30 days in length. Once a youth’s level is changed, a new cycle date is assigned. C Level youth also will have their cycle date reset if they receive an adjudicated serious DDMS case. In this case, the new date will be the date the DDMS case was adjudicated. In no case will a calendar month pass without a 30-day evaluation of each active youth.



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There are 30 actions WIN can take toward a youth's incentive status. The Night Process will test for 7 of them (C Level to B, 4 Incentv Points, A Level to B, A Level to C, B Level to C, 30 day C Level, DDMS Priv Restore):

Intake Start Values
B Level to A
C Level to B
4 Incentv Points
A Level to B
A Level to C
B Level to C
30 day C Level
Privilege Purchase
Supt Point Addition
DDMS Priv Loss
DDMS Priv Restore
Program Cng to SMP
Program Cng from SMP
Awaiting DA Proscn
End DA Proscn Wait
DDMS Correction
Program Cng to PD
Program Cng from PD
Privilege Correction
Level Correction
Point Correction
Cycle Date Correction
Extended C Level
Program Cng to ST
Program Cng from ST
GED Award
HS Diploma Award
3.0 GPA Award
Special Point Award

CREDIT AWARD/PROMOTION ACTIONS IN THE NIGHT PROCESS

C Level to B Promotion

Once a C Level youth achieves their 10th good program day within any 14-day period, they are promoted to B Level and granted 10 points.

All privileges a youth had prior to a demotion to Level C were marked as "Suspended" and will now continue to be suspended until they are all bought back.

WIN will not allow any new privileges to be bought until all suspended privileges have been re-purchased. The exceptions are privileges suspended by a DDMS disposition (discussed below). These suspended privileges cannot be bought back and are restored automatically by WIN at the end of their suspension period. Privileges that are suspended are displayed in **RED**. All others are in **BLACK**.

The Night Process will allow a youth to remain at B Level as long as the youth does not receive any adjudicated serious DDMS cases, receives no more than two adjudicated Level II less-serious DDMS cases and does not receive more than 10 bad days anytime within their current cycle.



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B Level Monthly Incentive

Youths will receive 4 additional incentive points once they achieve their 24th good program day within every 30-day cycle.

A Level to B Demotion

The Night Process will demote a youth from A Level to B Level if the youth has accumulated more than two less-serious adjudicated Level II DDMS cases, or more than 10 bad days within the past 90 days.

Once demoted to B Level, the youth will still have full access to the points and privileges they had prior to their promotion to Level A. These privileges do not have to be bought back.

A Level to C Demotion

If a serious DDMS case is adjudicated during an A Level youth's current cycle, the youth will be demoted to a Level C and lose all points accumulated. All privileges will be suspended.

B Level to C Demotion

If a B Level youth receives more than 10 bad days, or acquires more than two less-serious Level II DDMS cases, or acquires one or more serious DDMS cases anytime during their current cycle, they will be demoted to C Level. The youth will lose all points accumulated and all privileges will be suspended.

The WardMaster Ward Incentive TAB:

There is now a Ward Incentive TAB added to the WardMaster input form. Living Unit staff, Administrative staff and the Intake Officer will find the new TAB in the 3rd position from the left titled "WI."

The screenshot shows a software interface for the WardMaster input form. At the top, there is a header bar with a document icon, the name 'ANCHONDO, Christopher', and the number '79838'. To the right of the header are navigation buttons: back, forward, and a green checkmark. Below the header is a row of tabs: 'Cswrk', 'CsNte/Prnts', 'WI', 'Mov', 'DDMS/UOF', 'RP', 'ED', 'Brd', 'CC/ITI', 'Contacts', 'Rel', 'YAAC/Par', 'BckGnd', 'GIC', 'Hlth', 'Com'. The 'WI' tab is currently selected and highlighted.

All other staff will find a youth's Incentive Level and Point information, Date of Last Change and Change Staff Name located on the 1st TAB of their WardMaster input form.



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No Edit Privileges

AGUILERA, Anthony 87169

Current Privileges

Date	Pts	Privilege
11/19/05	2	4 Free Letters Per Month
11/19/05	1	Chess Set
11/19/05	4	Duffel Bag (Pre-Panicle)

Current Level: B
Current Points: 22
Level Change Date: 11/03/05
Level Changed By: Intake

Incentive History

Date	Action	Pt Cng	New Ttl	Prev ...	New ...	Detail
11/19/05	Privilege Purchase	-1	0	B	B	Dominoes
11/19/05	Privilege Purchase	-1	1	B	B	Chess Set
11/19/05	Privilege Purchase	-2	2	B	B	Approved Soft Bound Books
11/19/05	Privilege Purchase	-2	4	B	B	Alarm Clock
11/19/05	Privilege Purchase	-2	6	B	B	Alarm Clock

Canteen Bi-Weekly Spending Limit: \$15.00

Edit Privileges

BURNS, George 33333

Current Privileges

Date	Pts	Privilege
11/19/05	2	4 Free Letters Per Month
11/19/05	1	Chess Set
11/19/05	4	Duffel Bag (Pre-Panicle)

Current Level: B
Current Points: 30
Level Change Date: 11/19/05
Level Changed By: Frank

Incentive History

Date	Action	Pt Cng	New Ttl	Prev ...	New ...	Detail
11/19/05	Intake Start Values	0	30	B	B	Duffel Bag (Pre-Panicle)
11/19/05	Intake Start Values	0	30	B	B	Chess Set
11/19/05	Intake Start Values	0	30	B	B	4 Free Letters Per Month
11/19/05	Intake Start Values	0	20	B	B	Timmer
11/19/05	Privilege Purchase	-2	20	B	B	Pants

Canteen Bi-Weekly Spending Limit: \$15.00

Edit Mode – WardMaster Living Unit palette

CAMPOS, Lionel 87587

Current Privileges

Date	Pts	Privilege	Suspended Reason	Until
12/19/05	4	Duffel Bag (Pre-Panicle)		
12/19/05	2	Towels		
12/19/05	1	Handballs		
12/19/05	6	Electronic Game #1		
12/19/05	4	MP3 Music Update #1		

Current Level: B
Current Points: 27
Level Change Date: 11/03/05
Level Changed By: Frank

Incentive History

Date	Action	Pt Cng	New Ttl	Prev ...	New ...	Detail
11/19/05	Privilege Purchase	-1	0	B	B	Dominoes
11/19/05	Privilege Purchase	-1	1	B	B	Chess Set
11/19/05	Privilege Purchase	-2	2	B	B	Approved Soft Bound Books
11/19/05	Privilege Purchase	-2	4	B	B	Alarm Clock
11/19/05	Privilege Purchase	-2	6	B	B	Alarm Clock

Canteen Bi-Weekly Spending Limit: \$35.00

All current privileges for the selected youth will be displayed in the list called “Current Privileges.” Suspended privileges will be displayed in **RED**.

The youth’s entire Incentive History will be displayed in the list called “Incentive History.” This list consists of any change to either the youth’s *Incentive Level*, *Points* or *Current Privileges*. By default, “Entire History” will be displayed. Through a series of three buttons, a user can reduce the selection to “Incentive Changes Only” and “Acquisitions Only.”

Incentive History - Entire History

Date	Action	Pt Cng	New Ttl	Prev ...	New ...	Detail
11/10/05	Privilege Purchase	-1	0	B	B	Dominoes
11/10/05	Privilege Purchase	-1	1	B	B	Chess Set
11/10/05	Privilege Purchase	-2	2	B	B	Approved Soft Bound Books
11/10/05	Privilege Purchase	-2	4	B	B	Alarm Clock
11/10/05	Privilege Purchase	-2	6	B	B	Alarm Clock

Incentive History - Acquisitions Only

Date	Action	Pt Cng	New Ttl	Prev ...	New ...	Detail
11/09/05	C Level to B	10	10	C	B	14 Good Days



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Only the assigned Primary and Secondary Caseworker (YCC) will be able to edit their Caseload. Other YCC's will NOT be able to edit each other's Caseload. All Living Unit Parole Agents, Supervisors and Living Unit Managers will be able to edit all youth records. This will assure proper backup coverage in cases where YCC backup is needed.

A Living Unit Supervisor group is defined as a SYCC and Parole Agent I. A Living Unit Manager group is defined as a TTS, Program Administrator, Parole Agent II and Parole Agent III. Staff with edit privileges see and can use the following dialog to buy privileges for youth's:

Privilege Acquisition

Select a Privilege

* Spend Ward points here by selecting a privilege

Clicking the pop-up presents the user with all privilege choices and their associated point cost. This pop-up is populated by the WI_Privilege_Reference Table (available for view in its own palette).

Selecting an item from the Privilege Acquisition list executes a whole series of tests and conditions that must be met before the acquisition will be allowed.

Also shown is the Canteen Bi-Weekly Spending Limit display. Youth's are allowed \$10.00 bi-weekly for canteen purchase at C Level. Additional limit upgrade purchases are not allowed at C Level. B Level youth's are allowed a \$15.00 bi-weekly canteen purchase limit to start with. A B Level Youth may purchase additional canteen upgrade privileges (covered next). A Level youths are not bound by Ward Incentive boundaries for their bi-weekly canteen spending limits. Parole Detainees have a \$15.00 bi-weekly spending limit. SMP and ST youths have a \$10.00 bi-weekly spending limit.

Canteen Bi-Weekly Spending Limit

\$15.00

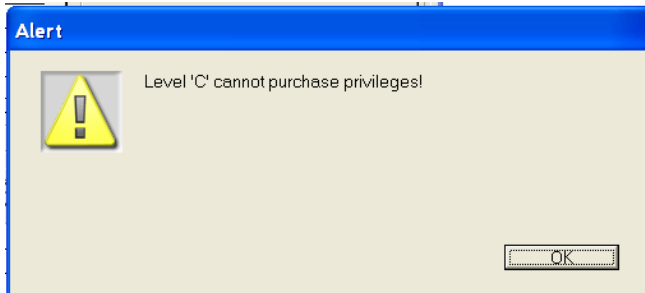
Acquisition Rules

- * If a youth is currently at Level C, or is a PD (Parole Detainee), or an SM (SMP) case, an acquisition will not be allowed. These youths will never have points and by policy, cannot purchase incentive privileges anyway.

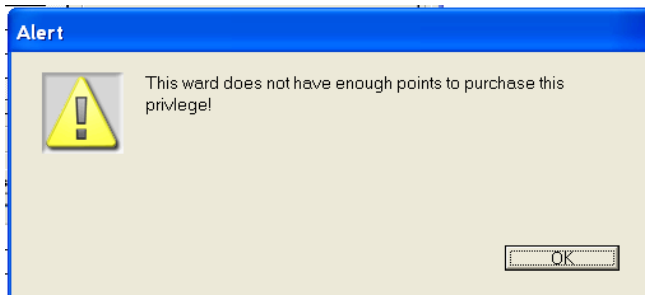


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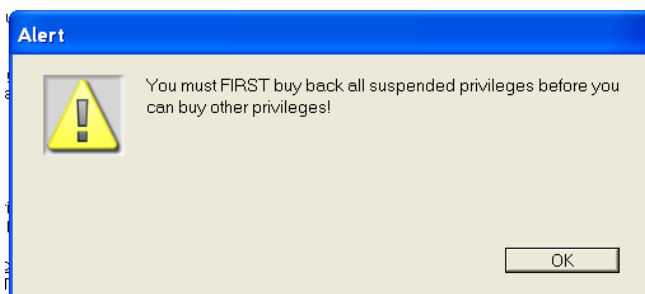
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- * The next test checks to see if the youth has enough points to complete the transaction. If the youth does not, the acquisition is denied.



- * The next test is to see if ANY of this youth's Current Privileges are *suspended*. If any of them are and the privilege being attempted is not one of them, the acquisition is not allowed. This applies only to privileges suspended by demotion and not DDMS disposition suspensions.

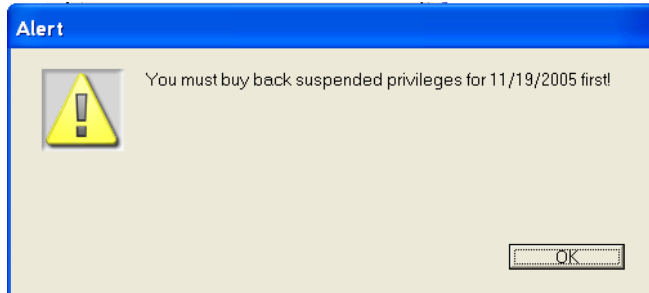


Privileges must be bought back in date order as well. WIN will give the user some feedback as to the date of the first privilege that must be bought back if this is not done correctly.

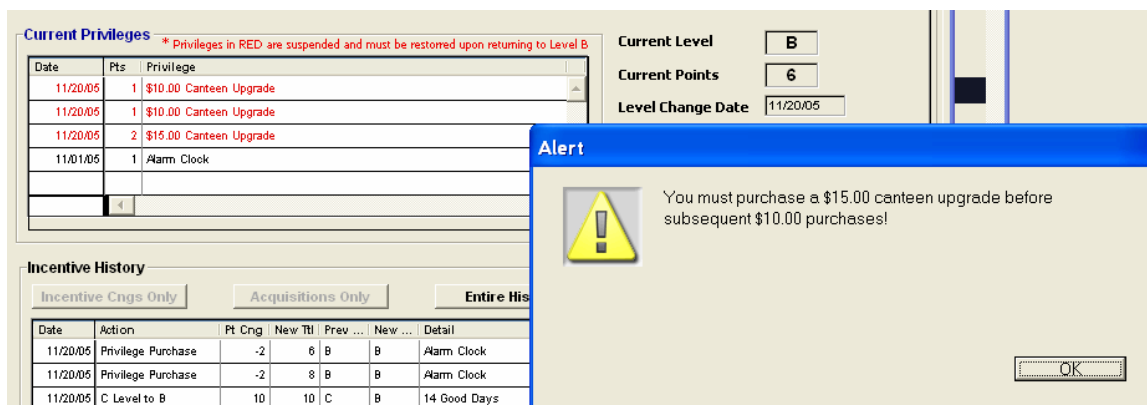


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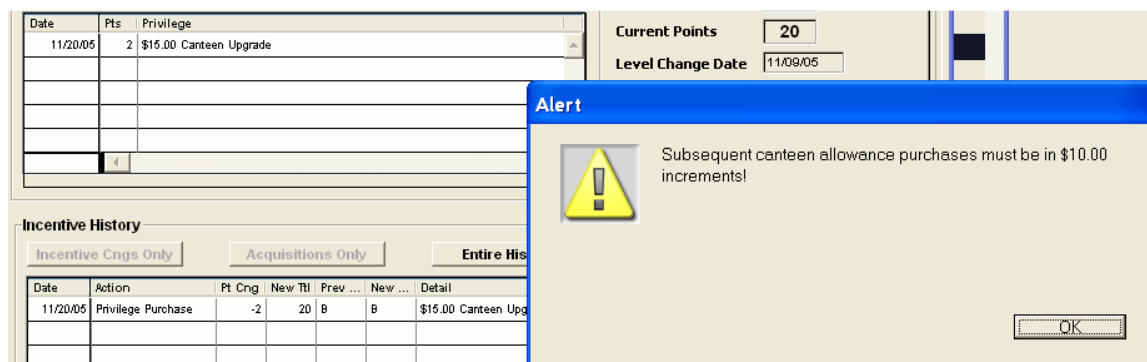
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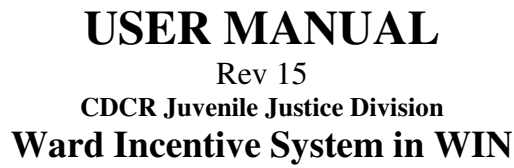


The next test is the additional canteen upgrade purchase test. A youth must first buy a \$15.00 canteen upgrade before they can buy additional \$10.00 upgrade privileges. If an attempt is made to buy a \$10.00 canteen upgrade first, the following alert will be given and the purchase will not be allowed:



(Notice that in the example, this youth is trying to buy back suspended privileges. All rules that apply to non-suspended privileges also apply to suspended privileges). If a youth attempts to buy a second \$15.00 canteen upgrade, the following alert will be given and the purchase will not be allowed:







After one \$15.00 canteen upgrade privilege has been purchased, a youth may purchase as many additional \$10.00 upgrades as they wish up to \$100.00. Every time a youth purchases a canteen upgrade, the *Canteen Bi-Weekly Spending Limit* display will reflect a new canteen spending limit.

Canteen Bi-Weekly Spending Limit

\$30.00

If canteen upgrade privileges are suspended, the Canteen Bi-Weekly Spending Limit display will reflect a new \$10.00 spending limit for C Level, or a \$15.00 spending limit for B Level, whichever the case may be.

	AMAYA, Miguel	81412	
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Cswrk	CsNte/Pnts	WI	Mov	DDMS/UDF	RP	ED	Brd	CC/ITI	Contacts	Rel	YAAC/Par	BckGnd	GIC	Hlth	Com		
-------	------------	----	-----	----------	----	----	-----	--------	----------	-----	----------	--------	-----	------	-----	--	--

Current Privileges * Privileges in RED are suspended and must be restored upon returning to Level B

Date	Pts	Privilege	Suspended Reason	Until	

Current Level A

Current Points 0

Level Change Date 06/04/05

Level Changed By Tom Ariola

Privilege Acquisition

Select a Privilege ▼

* Spend Ward points here by selecting a privilege

Incentive History

Incentive Chgs Only
Acquisitions Only
Entire History

Date	Action	Pt Cng	New Ttl	Prev ...	New ...	Detail	

Canteen Bi-Weekly Spending Limit

\$100.00

Reports

Privilege Reference List
Current Privileges
Incentive History
Transfer Sheet
Promotion Request

The next test is called a “series” test. If the attempted acquisition is part of a series of privileges, WIN will discern whether or not the user is buying it in the right order. A series of Privilege Records are defined as two or more records with identical privilege names appended by a space, “#” symbol and a number (#1; #2...).

Table Game #1
Table Game #2
Table Game #3

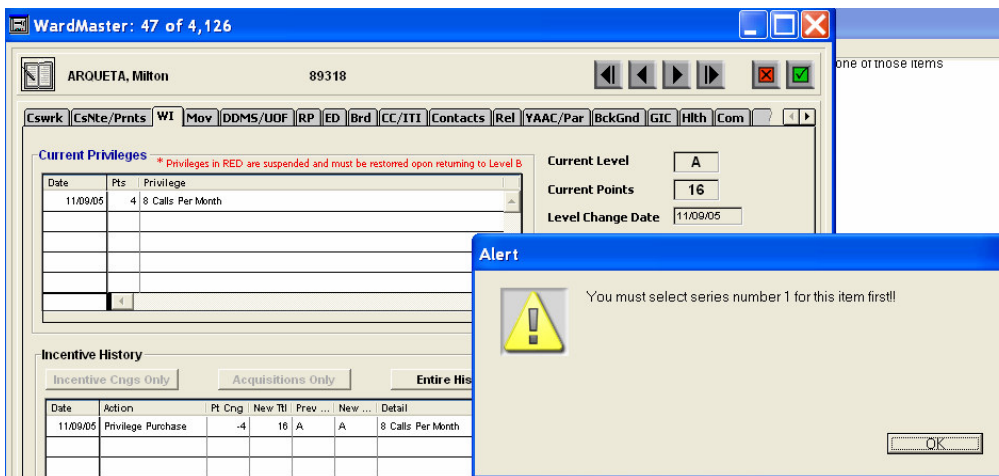


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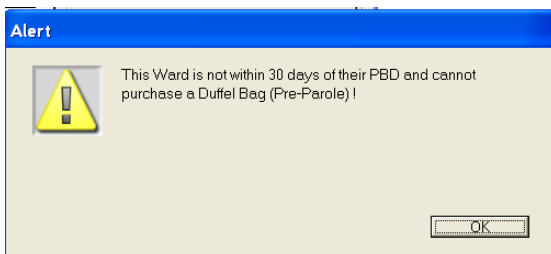
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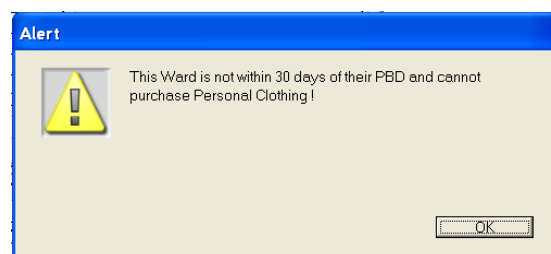
For example, if the youth has no privileges for the series of privileges call *Electronic Game*, an attempt to acquire *Electronic Game #2* will not be allowed until *Electronic Game #1* has been purchased. The same rule will be applied to youths with at least one suspended privilege. The youth must buy back any sequenced suspended privileges in sequence order.



The last test will determine if an attempt to buy a Duffel Bag (Pre-Parole) or Personal Clothing is being made. If so, the youth must be within 30 days of their PBD. If the Youth is not, the purchase will not be allowed and the following dialogs will be displayed:



-- or --



Once these tests have all been passed, the acquisition will be allowed. A new privilege will be displayed in the Current Privileges list (or a **RED** suspended record will no longer be suspended and set to **BLACK**). The cost of the privilege will be deducted from the youth's point total and an Incentive History record will be generated documenting the transaction.

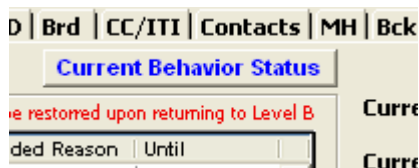


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A button exists on all A, B and C Level youth input forms (WI TAB) called *Current Behavior Status*



Clicking this button gives a complete status and projection for the current youth.

A Level youths will get the following information:

Ward Behavior Status



AGUILAR, Daniel Ventura's current cycle is 2/24/2006 - 3/23/2006 consisting of 28 days.

This Ward has 0 out of 1 allowable less-serious adjudicated DDMS cases during this cycle.

This Ward has 0 bad days out of 2 allowable during this cycle.

Done

B Level youths will get the following information:




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Ward Behavior Status

 AGUILAR, Jesse's current cycle is 3/2/2006 - 4/1/2006 consisting of 31 days.

This Ward has 0 out of 2 allowable less-serious adjudicated DDMS cases during this cycle.


This Ward has 0 bad days out of 6 allowable during this cycle.

The earliest this Ward can receive 4 additional incentive points will be 3/27/2006.

Done

If a B or A Level youth exceeds any of the allowable maximum days, the following message will be added to the dialog:

Ward Behavior Status

 AGUIRRE, Carlos's current cycle is 2/27/2006 - 3/26/2006 consisting of 28 days.

This Ward has 0 out of 2 allowable less-serious adjudicated DDMS cases during this cycle.

This Ward has 6 bad days out of 5 allowable during this cycle.

THIS WARD WILL BE DEMOTED TOMORROW MORNING!

Done



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C Level youth will show the following information:

Ward Behavior Status

ALVARDO, Juventino's current cycle is 3/1/2006 - 3/31/2006 consisting of 31 days.

This Ward will be eligible for promotion on 3/16/2006.

This Ward will be 30 days at C Level on 3/30/2006.

Done

Reports

Six reports can be printed from within the *WI* TAB of any youth's *WardMaster* input form.

- Privilege_Reference_List
- Current_Privileges
- Incentive_History
- Transfer_Sheet
- Promotion_Request
- Quarterly_Affirmation

Reports

- Select a Report -

Reports

Select a Report

- Privilege_Ref_List
- Current_Privileges
- Incentive_History
- Transfer_Sheet
- Promotion_Request
- Quarterly_Affirmation



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The *Privilege Reference List* report will print a list of all Privileges used at the Facility, along with a point value.

WIN 2005 Ward Incentive Program		Privilege Reference List
DeWitt Nelson YCF		
Privilege	Point Value	
\$10.00 Canteen Upgrade	1	
\$15.00 Canteen Upgrade	2	
2 Visiting Days	6	
4 Free Letters Per Month	2	
8 Calls Per Month	4	
Alarm Clock	2	
Approved Soft Bound Books	2	
Chess Set	1	
Dorminos	1	
Duffel Bag (Pre-Parole)	4	
Electronic Game #1	6	

NOTE: This list can also be printed directly from the *Print List* menu item located under the *Reports/Forms* menu in the *WI_Privilege_Reference* Table.

The *Current Privileges* report will print a list of all the youth's Current Privileges. The report includes a status column indicating if the privilege is ACTIVE or SUSPENDED. If suspended, the Status column will display how. If suspended by a DDMS disposition, the date the privilege will be restored will also be displayed. Also provided are the youth's Current Level, Points and Bi-Weekly Spending Limit.



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WIN
2006

Ward Incentive Program
DeWitt Nelson YCF

AGUILAR, Daniel 81837
Current Privileges as of 12/14/2005
Level: B Available Points: 2 Spending Limit: \$15.00

Privilege	Purchased	Status	(Restore Date)
\$15.00 Canteen Upgrade	12/12/05	Demotion & DDMS	12/23/2005
8 Calls Per Month	12/12/05	Active	
Alarm Clock	12/12/05	Active	
Approved Soft Bound Books	12/12/05	Active	
Walkman	12/12/05	Active	

The *Incentive History* report prints a report containing the youth's entire Incentive History. What items are included depend on what the current selection is on the screen.

Example #1: The user currently has the *Incentive Changes Only* button selected causing WIN to display only Ward Incentive history records that involve Incentive Level changes or point additions. When the user clicks the *Incentive History* button from the pop-up, these will be the records that print. The report will also indicate that this is the selection of records.

The screenshot shows the WIN software interface. At the top, there's a table with columns 'Date', 'Pt', and 'Privilege'. Below it, the 'Incentive History' section is visible, with three buttons: 'Incentive Chngs Only' (selected), 'Acquisitions Only', and 'Entire His'. A table below these buttons shows incentive history records. A 'Confirm' dialog box is overlaid on the screen, asking 'Are you sure you want to print an Incentive Change history for this Ward?'. The dialog box has a yellow warning icon and 'Cancel' and 'OK' buttons. In the background, the 'Current Points' are 8, and the 'Level Change Date' is 11/22/05. At the bottom right, there are buttons for 'Privilege Reference List', 'Current Privileges', and 'Incentive History'.

Date	Pt	Privilege
11/01/05	2	Walkman

Date	Action	Pt Cng	New Ttl	Prev ...	New ...	Detail
11/22/05	C Level to B	10	10	C	B	14 Good Days
11/22/05	Supt Point Addition	1	23	B	B	Staff Action



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WIN 2006

AGUIRRE, Carlos 88803
Level Change History as of 12/20/2005
Level: A Available Points: 16 Spending Limit: \$100.00

Ward Incentive Program
DeWitt Nelson YCF

Date	Action	Pt Cng	New Ttl	Prev Lvl	New Lvl	Detail
12/08/05	B Level to A	0	16	B	A	Management

Example #2: The user currently has the *Acquisitions Only* button selected causing WIN to only display Ward Incentive history records that involve only acquisitions (purchases). When the user clicks the *Incentive History* button, these will be the records that print.

Incentive History

Date	Action	Pt Cng	New Ttl	Prev ...	New ...	Detail
11/01/05	Privilege Purchase	-2	8	B	B	Walkman

Confirm

Are you sure you want to print a list of this Ward's Current Privileges?

WIN 2006

AGUIRRE, Carlos 80551
Purchase History as of 11/1/2005
Level: B Available Points: 8 Spending Limit: \$15.00

Ward Incentive Program
DeWitt Nelson YCF

Date	Action	Pt Cng	New Ttl	Prev Lvl	New Lvl	Detail
11/01/05	Privilege Purchas	-2	8	B	B	Walkman

Example #3: The user currently has the *Entire History* button selected causing WIN to display ALL Ward Incentive history records. When the user clicks the *Incentive History* print button, these will be the records that print.



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Level Change Date 11/22/05

Confirm

Are you sure you want to print a history of all Acquisitions and Incentive changes for this Ward?

Cancel OK

Incentive History

Incentive Cngs Only Acquisitions Only Entire His

Date	Action	Pt Cng	New Ttl	Prev ...	New ...	Detail
11/22/05	C Level to B	10	10	C	B	14 Good Days
11/22/05	Supt Point Addition	1	23	B	B	Staff Action
11/01/05	Privilege Purchase	-2	8	B	B	Walkman

Privilege Reference List

Current Privileges

Incentive History

WIN
2006

Ward Incentive Program
DeWitt Nelson YCF

AGUIRRE, Carlos 80551
Level Change and Purchase History as of 11/1/2005
Level: B Available Points: 8 Spending Limit: \$15.00

Date	Action	Pt Cng	New Ttl	Prev Lvl	New Lvl	Detail
11/01/05	Privilege Purchas	-2	8	B	B	Walkman
11/22/05	Supt Point Additi	1	23	B	B	Staff Action
11/22/05	C Level to B	10	10	C	B	14 Good Days

The *Transfer Sheet* option prints out the official Ward Incentive Transfer Report. This report contains the youth's Last WI Level, WI Points, current privileges and the Facility the youth is transferring from. A dialog will ask you how many copies to print before printing.



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WIN
2006

Inter-Facility Ward Incentive Transfer Sheet

CAMPOS, Lionel 87587

12/19/2005

DeWitt Nelson YCF



Incentive Level: B

Incentive Points: 27

Current Privileges

\$10.00 Canteen Upgrade
\$10.00 Canteen Upgrade
\$15.00 Canteen Upgrade (Initial)
4 Free Letters Per Month
8 Calls Per Month
Alarm Clock
Approved Soft Bound Books
Chess Set
Dominos
Duffel Bag (Pre-Parole)
Electronic Game #1
Handballs
MP3 Music Update #1
Towels

The *Promotion Request* option prints one copy of the official form used for youth to request promotion from B Level to A Level.

	Ward Application - A Level Incentive Program 15 Day Program Credit	Effective Date: _____
		Approval Date: _____
Ward's Name: ADAMS, Emmitt Robert III,	YA#: 90197	
Qualifying 90 Day Period: _____	Institution: DeWitt Nelson YCF	
Report Date: _____	Living Unit: Sierra	
Daily Living:		
For the last three monthly incentive cycles, the ward has had at least 90% Good Program Days for each cycle. (Program days are days		



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The *Quarterly Affirmation* option will print the Quarterly Affirmation form with the Youth's name, DJJ number and current living unit filled in. This form can only be printed for Youth who are currently on A Level.

	<p>State of California DEPARTMENT OF CORRECTIONS AND REHABILITATION Juvenile Justice Division</p>	<p>WIN 2006</p>
<p>Youth Quarterly Affirmation A-Level Incentive Program</p>		
<p>DeWitt Nelson YCF</p>		
Youth Name ALLEN, Maurice David	DJJ# 87561	Assigned Living Unit Angeles Qualifying Month:
<hr/>		
<p><u>Daily Living:</u> For the last 90-days, the Youth has had 81 maximum program days. (A maximum program date is defined as a day without a Level I, II, or III sustained DDMS report). A sustained Level III or Level II for violence will immediately remove a Youth from this program as will likely result in a loss of accumulated program credits. Sustained Level II's count as the loss of two maximum</p>		
<p>Signature: _____ Senior Youth Correctional Counselor</p>		
<hr/>		
<p><u>Education/Work:</u></p> <p><input type="checkbox"/> Youth is progressing toward a high school diploma and achieving maximum school credits available per session.</p> <p><input type="checkbox"/> Youth is a high school graduate pursuing college classes and working part time with positive work evaluations.</p> <p><input type="checkbox"/> Youth is a high school graduate and working full time with positive evaluations.</p>		
<p>Signature: _____ Education Advisor</p>		
<p>Signature: _____ Work Supervisor</p>		
<hr/>		
<p><u>Treatment:</u></p> <p><input type="checkbox"/> Youth is completing journal work in a timely manner.</p> <p><input type="checkbox"/> Youth is meeting all ICP goals and above average in small group participations.</p> <p><input type="checkbox"/> Youth is admitting commitment offense behavior.</p> <p><input type="checkbox"/> No gang subculture activity.</p>		
<p>Signature: _____ Youth Correctional Counselor</p>		
<hr/>		
<p><u>Restorative Justice Activities:</u> Such as public service, mentoring, victim apology letters, coordinating youth programs, etc. These should be activities for which the youth does not receive compensation. It is the expectation the institution will monitor these accomplishments and make</p>		



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Parole Detainees

If a youth is a Parole detainee, the WI TAB will appear as follows:

WardMaster: 57 of 5,095

AGUILAR, Daniel 81837

Current Privileges: *Privileges in RED are suspended and must be returned upon returning to Level B

Date	Pts	Privilege	Suspended Reason	Unit

Current Level: PD
Current Points: 0
Level Change Date: 12/15/05
Level Changed By: Initial Value Setting

Parole Detainee

Incentive History

Incentive Crops Only Acquisitions Only Entire History

Date	Action	Pt Cng	New To	Prev	New	Detail

Canteen Bi-Weekly Spending Limit: \$15.00

Reports

- Privilege Reference List
- Current Privileges
- Incentive History
- Transfer Sheet
- Promotion Request

Parole Detainees do not participate in the Ward Incentive program. No editing will be allowed in this case. A value of “PD (Parole Detainee)” will be assigned as an Incentive Level and zero points will be maintained.

A youth is considered a Parole Detainee if the Intake Officer has set a value of *Parole Detainee* to the record during the intake process. *Parole Detainee* is also set if a Parole Detentions record is created and a value of “Parole Detention” has been assigned to the Current Status pop-up and there is no *Exit Date* for the detention. Once an Exit Date is entered for the youth, the youth will no longer be considered a Parole Detainee and will be immediately put into a B Level with 14 points.

SMP Youth

SMP Youth do not participate in the Ward Incentive Program. *SMP* is a Special Management Program. The difference between SMP youth and a Parole Detainee is that Case Services changes a youth’s Current Program to *SMP*, all current privileges for that Youth become suspended and must be bought back once the Youth is returned back to the general population. Like Parole Detainees, SMP youth will retain zero points and are not eligible for incentive points while in the program. Once Case Services removes a youth from SMP status, the youth is placed back into the Ward Incentive Program with a C Level and zero points. SMP youth have a spending limit of \$10.00.



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WardMaster: 451 of 4,130

AGUILAR, Daniel 81837 Sierra

Cur | CsNotes | WI | YAAC/Par | Mov | DDMS/UOF | RP | ED | Brd | CC/TTI | Contacts | MH | BckGnd | Rel | GIC | Com | Prop | S...

Current Privileges: * Privileges in RED are suspended and must be restored upon returning to Level B

Date	Pts	Privilege	Suspended Reason	Until

Current Level: SM
Current Points: 0
Level Change Date: 01/18/06
Level Changed By: Frank

SMP Case

Canteen Bi-Weekly Spending Limit: \$10.00

Reports: Privilege Reference List, Current Privileges, Incentive History, Transfer Sheet, Promotion Request

Incentive History

Date	Action	Pt Cng	New Bk	Prev ...	New ...	Detail
01/18/06	Intake Start Values	0	0	PD	C	Starting Values
01/18/06	Intake Start Values	0	0	PD	PD	Parole Detainee
01/11/06	C Level to B	10	10	C	B	14 Good Days
01/06/06	DDMS Priv Restore	0	0	C	C	Chess Set
01/04/06	C Level to B	10	10	C	B	14 Good Days

SMP Case (Formal Drug Program)

Awaiting DA Prosecution (revised)

Youth who are awaiting DA prosecution *may* be suspended from participating in the Ward Incentive Program. Living Unit Managers will have an additional checkbox in the WI TAB of their WardMaster input form titled “Pending Prosectn-Prgm”. It is the Living Unit Manager’s responsibility to determine whether or not a youth has been referred to outside prosecution as a result of DDMS action. In addition, the Manager must determine if that referral constitutes removal from the Ward Incentive program. This is determined by determining if the DDMS case was violent or non-violent in nature. If the Manager wishes to suspend the youth’s participation, this checkbox should be checked. The box should be unchecked once the case has been resolved. *This checkbox no longer has any connection to the DA Referral checkbox as recorded by the Clerical section in each facility.*



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Ward Incentive System in WIN



Menu Items for the Current Privileges Table

Under the CheckFor menu, a menu item called *Show Suspended* is provided. When selected, this menu item will display all suspended privileges.

Name	YA#	Lvg Unit	Privilege	Date Granted	Suspended By?	Susp Until?	Paid
AGUILAR, Daniel	81837	Sierra	\$15.00 Canteen Upgrade	12/12/2005	Demotion & DDM	12/23/2005	2
CRESPO, Brian	89176	Modoc	2 Visiting Days	12/9/2005	Demotion & DDM	12/25/2005	6
CRESPO, Brian	89176	Modoc	Walkman	12/9/2005	Demotion		2
GAMINO, Timoteo	84439	Tahoe	2 Visiting Days	11/23/2005	Demotion		6
MARIN, Jose Juan	83413	Lassen	2 Visiting Days	11/23/2005	Demotion		6

Under the CheckFor menu, a menu item called *Show Active* is also provided. When selected, this menu item will display all active privileges (no suspended privileges).

Name	YA#	Lvg Unit	Privilege	Date Granted	Suspended By?	Susp Until?	Paid
AGUILAR, Daniel	81837	Sierra	Approved Soft Bound Books	12/12/2005			2
AGUILAR, Daniel	81837	Sierra	8 Calls Per Month	12/12/2005			4
AGUILAR, Daniel	81837	Sierra	Alarm Clock	12/12/2005			2
AGUILAR, Daniel	81837	Sierra	Walkman	12/12/2005			2
AGUILAR, Jesse	80649	Angeles	\$10.00 Canteen Upgrade	11/23/2005			1
AGUILAR, Jesse	80649	Angeles	\$10.00 Canteen Upgrade	11/23/2005			1
AGUILAR, Jesse	80649	Angeles	\$10.00 Canteen Upgrade	11/23/2005			1

Under the *Find* menu, all standard search tools are available for this palette. Selections can be found for specific youth's YA numbers, names and much more. For more refined searches (queries), a set of query editors are also available.

The *WI_Incentive_History* palette displays all incentive transaction records created by both staff and WIN.

By default, the palette will show only *Today's Incentive Changes*.



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WI_Incentive_History: 50 of 423

WI Incentive History - Today's Incentive Changes

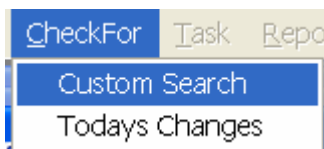
Name	YAF	Log Unit	Date	Action	Pl Cng	New TB	Prev Lvl	New Lvl	Detail
AGUILAR, Daniel	81837	Sierra	12/14/05	DDMS Priv Loss	0	2	B	B	Case #DWN213542
AGUILAR, Daniel	81837	Sierra	12/14/05	DDMS Priv Rest	0	2	B	B	Case #DWN213542
AGUILAR, Daniel	81837	Sierra	12/14/05	DDMS Priv Loss	0	2	B	B	Case #DWN213542
AGUILAR, Daniel	81837	Sierra	12/14/05	DDMS Priv Rest	0	2	B	B	Case #DWN213542
AGUILAR, Daniel	81837	Sierra	12/14/05	DDMS Priv Loss	0	2	B	B	Case #DWN213542
ANAYA, Max Juan	79480	Lassen	12/14/05	4 Incentv Points	4	40	B	B	24 Good Days
AYINA, Oscar	77736	Sierra	12/14/05	4 Incentv Points	4	40	B	B	24 Good Days
BAKER, Kenneth	82752	Klamath	12/14/05	4 Incentv Points	4	40	B	B	24 Good Days
BROUGHTON, Justin	89124	Medoc	12/14/05	4 Incentv Points	4	40	B	B	24 Good Days
BROWN, Terry L.	86638	Fresno	12/14/05	4 Incentv Points	4	40	B	B	24 Good Days
CABILLO, Mario	89281	Sierra	12/14/05	4 Incentv Points	4	40	B	B	24 Good Days
CHURCHILL, Travis Eugen	85775	Lassen	12/14/05	4 Incentv Points	4	40	B	B	24 Good Days
CISNEROS, Mario	89466	Klamath	12/14/05	4 Incentv Points	4	40	B	B	24 Good Days

If there are no changes for today, the selection will be zero. By selecting the *All Records* menu item under the Find menu, staff can see all records for their selection level (or more if control-shift palette click was done).

Menu Items for the Incentive History Table

Under the CheckFor menu, a menu item called *Today's Changes* is provided. If a user wishes to return to the default selection of only today's changes, this would be the menu item to use.

Also available under the CheckFor menu is the *Custom Search* menu item.



Select Reports ... **Ward Incentive Program**

Include the following

☒ Promotions & Incentv Awrds

☐ Demotions

☐ Purchases

☐ 30 Day C Lvl (Today Only)

☐ A Lvl Eligibles (Today Only)

Over what period of time?

Date **11/30/05**

ALL UNITS

☐ Search a Date Range

☒ One particular day (Specify)

Cancel OK

This menu item allows a user to search for any combination of Incentive History records. Incentive Records essentially track Level moves and Incentive purchases (including starting values). Using this tool, a user can list specific Incentive change actions over a specific period of time.

For example, if a user wanted to list all Incentive promotions and incentive awards for 11/25/05, WIN would return the Incentive History records for all youth who had moved up a Level or received incentive points for this date:



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WI_Incentive_History: 4 of 152

WI Point History - Custom Search Results

Name	YA#	Lvg Unit	Date	Action	Pt Cng	New Ttl	Prev Lvl	New Lvl	Detail
COLLINS, Shane	84537	Angeles	11/25/05	C Level to B	10	10	C	B	14 Good Days
CRESPO, Brian	89176	Modoc	11/25/05	C Level to B	10	10	C	B	14 Good Days
OSUNA, Daniel Ulises	82663	Tahoe	11/25/05	C Level to B	10	10	C	B	14 Good Days
KIRK, Coby Allen	87533	Yosemite	11/25/05	C Level to B	10	10	C	B	14 Good Days

A range of dates can also be used if a user wanted to see results for a given period of time. Users can also select as many of the checkboxes they want to include in the result. A combination of results will be displayed.

For instance, if a user selects *Promotions* and *Demotions*, along with a date of 11/25/05, the resulting record selection would be all youth demotions, promotions and incentive awards for 11/25/05:

WI_Incentive_History: 5 of 153

WI Point History - Custom Search Results

Name	YA#	Lvg Unit	Date	Action	Pt Cng	New Ttl	Prev Lvl	New Lvl	Detail
COLLINS, Shane	84537	Angeles	11/25/05	B Level to C	-10	0	B	C	Serious DD†
CRESPO, Brian	89176	Modoc	11/25/05	B Level to C	-10	0	B	C	Serious DD†
BEROSPE, Alexander	86461	Sierra	11/25/05	B Level to C	-22	0	B	C	Serious DD†
OSUNA, Daniel Ulises	82663	Tahoe	11/25/05	C Level to B	10	10	C	B	14 Good Da
KIRK, Coby Allen	87533	Yosemite	11/25/05	C Level to B	10	10	C	B	14 Good Da

NOTE 1: If the *30 Day C Level (Today Only)* check box is selected, the user will only be able to search for youth who have been on C Level for 30 days as of today. The date box will only allow today's date to be used. If this checkbox is selected in combination with other checkboxes, today's date will still be the only date allowed.

NOTE 2: This menu item differs from the same one on the WardMaster palette in several ways. Examine the example below:



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The screenshot shows two overlapping software palettes. The background palette is titled 'WardMaster: 5 of 4,129' and contains a table with columns: Name, YA Num, Asst Lvl, Temp L, Ethnic, Affiliat, Gang, Counselor, Next CC Dt, CC Tim, PBD, AdjPBD, AFlw, Risk, and Watch. The foreground palette is titled 'WI_Incentive_History: 8 of 192' and contains a table with columns: Name, YAP, Lvg Unit, Date, Action, Pt Cng, New Ttl, Prev Lvl, New Lvl, and Detail.

Name	YA Num	Asst Lvl	Temp L	Ethnic	Affiliat	Gang	Counselor	Next CC Dt	CC Tim	PBD	AdjPBD	AFlw	Risk	Watch
AGUILAR, Da	82058	Angeles		Hisp	Norte	Westsid	AH	05/26/04	14:00	3/06	1/04	7/04	Low	<input type="checkbox"/>
AGUILAR, Je	80649	Angeles		Hisp	Suren	Sur Sant	Munoz	03/28/04	00:00	4/03			Low	<input type="checkbox"/>
ALLEN, Mauri	87561	Angeles		AfrA	Denie	Denies	Salahud	04/21/04	00:00	7/03	7/03	7/03	Low	<input type="checkbox"/>
ALVARDO, Ju	78202	Angeles		Hisp	Suren	Sanger T		04/22/04	00:00				Low	<input type="checkbox"/>
ALVAREZ, Lo	84162	Lassen		Hisp	Suren	Bakers I	Hill	04/21/04	00:00	6/04	6/04	10/04	Low	<input type="checkbox"/>

Name	YAP	Lvg Unit	Date	Action	Pt Cng	New Ttl	Prev Lvl	New Lvl	Detail
AGUILAR, Daniel Ventura	82058	Angeles	11/22/05	Privilege Purch	-4	19	B	B	8 Calls Per Month
AGUILAR, Daniel Ventura	82058	Angeles	11/22/05	Privilege Purch	-1	23	B	B	Chess Set
AGUILAR, Daniel Ventura	82058	Angeles	11/22/05	Privilege Purch	-2	24	B	B	4 Free Letters Per
AGUILAR, Jesse	80649	Angeles	11/22/05	Privilege Purch	-1	17	B	B	Handballs
AGUILAR, Jesse	80649	Angeles	11/22/05	Privilege Purch	-4	18	B	B	8 Calls Per Month
ALLEN, Maurice David	87561	Angeles	11/22/05	Privilege Purch	-4	18	B	B	Duffel Bag (Pre-Par
ALVARDO, Juventino	78202	Angeles	11/22/05	Privilege Purch	-4	6	B	B	Duffel Bag (Pre-Par
ALVAREZ, Louie Michael	84162	Lassen	11/22/05	Privilege Purch	-4	18	B	B	Duffel Bag (Pre-Par

When searching for all facility youth purchases that occurred on 11/22/05, the *WardMaster* palette returned 5 records. However, the same search on the *WI_Point_History* palette returns 8 records. This is because 2 of the youth made more than one purchase. The *WI_Point_History* palette displays ALL of the purchases made, where as the *WardMaster* palette only displays the names of the youth who made the purchases.

This example holds true for the other searches as well. If a youth were to have a Level change twice in one day, the *WI_Point_History* palette would show both records, whereas the *WardMaster* palette will only show the youth's name once.

The user must decide what information they want in order to determine which palette to utilize.

The *30 Day C Level (Today Only)* check box is used to acquire a list of all youth whose personal property must be boxed up and sent home. Policy states that C Level youths who have been on C Level for 30 days or more without promoting to B Level must have their personal property boxed up and sent home.

As with all other palettes, standard WIN menu items are available for use in this palette. Record selection level rules apply as well. Living unit staff will normally display youths only in their selection level, whereas others will receive the entire Facilities' population. As with other palettes, staff with limited selection levels can bypass the limitation by holding down control-shift on their keyboards while clicking the palette name. This data can also be viewed in the WardMaster input form for an individual youth.



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The *Ward_Privilege_Reference* palette displays the Department's universal reference list of youth privileges available for purchase. This list will normally not change and is provided for easy reference and printing. Printing of this list is also accessible inside any youth's *WardMaster* input form on TAB #3.

Under the menu Reports/Forms, there is a menu item titled *Print List*. Selecting this menu item will print out the list of privileges listed in this palette.

WIN 2006 Ward Incentive Program		Privilege Reference List
DeWitt Nelson YCF		
Privilege		Point Value
\$10.00 Canteen Upgrade		1
\$15.00 Canteen Upgrade (Initial)		2
2 Visiting Days		6
4 Free Letters Per Month		2
8 Calls Per Month		4
Alarm Clock		2
Ankle Socks		2
Approved Soft Bound Books		2
Athletic Socks		2
Boxers		2
Caps		2
Chess Set		1
Do Rag		2
Dominos		1
Duffel Bag (Pre-Parole)		4
Electronic Game #1		6
Electronic Game #2		4
Electronic Game #3		4
Girlfriend On Visiting List		8
Gym Shorts		2

Although these values are now universal, your Facilities' LAN Manager does have the ability to select which items you do NOT want included at your facility. Those items will NOT be displayed in the palette list, nor will they print out in the Facility reference list. They will also not be available for purchase.



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Menu Items for the WardMaster Table

Under the CheckFor menu, a menu item called *Custom Search* is provided. This menu works exactly the same as the *Custom Search* menu item in the WI_Incentive_History table except that it returns records in the WardMaster table instead of the actual Incentive History records.

Full Name	YA Number	Assigned Unit	Temp Unit	Rowd Date	PBO	ARev	Arrival Status	Intake Ward	Score
COLLINS, Shane	84537	Angeles		03/01/04				<input checked="" type="checkbox"/>	
CRESPO, Brian	89176	Modoc		12/01/03	9/04	9/04		<input checked="" type="checkbox"/>	
BEROSPE, Alexander	86461	Sierra		04/18/03	9/04	9/04	Transfer	<input checked="" type="checkbox"/>	
OSUNA, Daniel Ulises	82663	Tahoe		01/08/04	9/04	9/04	Parole Violation	<input checked="" type="checkbox"/>	
KIRK, Coby Allen	87533	Yosemite		04/05/04	8/04	6/04	Transfer	<input checked="" type="checkbox"/>	

Name	YAP	Log Unit	Date	Action	Pt Cng	New Ttl	Prev Lvl	New Lvl	Detail
COLLINS, Shane	84537	Angeles	11/25/05	B Level to C	-10	0	B	C	Serious DDP
CRESPO, Brian	89176	Modoc	11/25/05	B Level to C	-10	0	B	C	Serious DDP
BEROSPE, Alexander	86461	Sierra	11/25/05	B Level to C	-22	0	B	C	Serious DDP
OSUNA, Daniel Ulises	82663	Tahoe	11/25/05	C Level to B	10	10	C	B	14 Good Da
KIRK, Coby Allen	87533	Yosemite	11/25/05	C Level to B	10	10	C	B	14 Good Da

If a user wanted to get a list of youth who were promoted or received incentive points today, the *WardMaster* menu item would be the one to use. If a user wanted to see promotion details directly (instead of having to double-click each *WardMaster* record and go to the WI TAB, the *WI_Incentive_History* table menu item would be the one to use. There are many other reasons why staff would use one table over the other. Suffice it to say that if a simple list of youth is all one is after, the *WardMaster* table is most likely the best choice.

The *Custom Search* menu in *WardMaster* does have one additional search tool not found in the *WI_Incentive_History* menu item. This would be the *A Level Eligible's (Today Only)* checkbox.

Select Reports ... **Ward Incentive Program**

Include the following

☒ Promotions & Incntv Awrds

☐ Demotions

☐ Purchases

☐ 30 Day C Lvl (Today Only)

☐ A Lvl Eligibles (Today Only)

Over what period of time?

Date

☐ Search a Date Range

☒ One particular day (Specify)

Cancel OK



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The *A Level Eligible's (Today Only)* checkbox allows a user to find all youth who are DDMS qualified to promote to A Level. This simply means that the resulting list of youth have all maintained 90% good program days for each of their past three 30-day cycles. It also means that they have not received any serious DDMS over this period of time.

As with the *30 Day C Level (Today Only)* check box, WIN will force the user to use only today's date for this search.

This list of records can be useful when informing youth of their eligibility on a daily basis. These youth can in turn apply for the promotion once they know they are eligible.

Ward Incentive Reports

Under the WardMaster palette Reports/Forms menu is a menu item called *Incntv Level Rosters*. Selecting this menu item will present the user with the same dialog seen above for the Custom Search, but with two additional choices.

When selected, each checkbox in the dialog will print a separate report.

Promotions and Incentives Report – Will print a report for either a single day, or a range of days. If a single Living Unit is selected, the report will be for Promotions and Incentive points earned for that unit only. This report will include all promotions as well as youth who earned 4 additional credits for 30-day cycle good programming while on B Level.



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WIN 2005

Ward Incentive Program
Angeles

Promotions and Incentive Points
Tuesday, November 22, 2005

DeWitt Nelson YCF

Name	YA#	Living Unit	Action	Pts	Level	Cng Date
AGUIRRE, Carlos	80551	Angeles	C Level to B	10	B	11/22/2005
ALVARDO, Juventino	78202	Angeles	C Level to B	10	B	11/22/2005
BARKER, Reginald	81791	Angeles	C Level to B	10	B	11/22/2005
BLANCO, Juan	86161	Angeles	C Level to B	10	B	11/22/2005
BROWN, Miguel	88281	Angeles	4 Incntv Points	4	B	11/22/2005
CLOUD, Aaron	84407	Angeles	C Level to B	10	B	11/22/2005
COLLINS, Shane	84537	Angeles	C Level to B	10	B	11/22/2005
COTA, Rudy	83550	Angeles	C Level to B	10	B	11/22/2005
COX, Stephen Jerrell	88165	Angeles	C Level to B	10	B	11/22/2005
EDWARDS, Thomas	87729	Angeles	C Level to B	10	B	11/22/2005

Demotions – Will print a similar report but will indicate youth who were dropped to a lower level for any reason during the time specified.

WIN 2005

Ward Incentive Program

ALL UNITS

Demotions

Tuesday, November 22, 2005

DeWitt Nelson YCF

Name	YA#	Living Unit	Action	Pts	Level	Cng Date
COLLINS, Shane	84537	Angeles	B Level to C	-10	C	11/22/2005
ANCHONDO, Christopher	79838	Modoc	B Level to C	-10	C	11/22/2005
OSUNA, Daniel Ulises	82663	Tahoe	B Level to C	-10	C	11/22/2005
KIRK, Coby Allen	87533	Yosemite	B Level to C	-10	C	11/22/2005

Purchases – Will generate a report indicating all the privileges each youth bought during the time specified. If a specific Living Unit was selected, the report will include only those youth. If ALL UNITS was selected, a separate report will be generated for each Living Unit. This report will indicate how many points were spent on the purchase (in a negative value) and what the new balance became after the transaction.

NOTE: The last Balance (Bal column) figure is not necessarily the same as the current youth point balance. It was only the current balance after that last transaction was made. In the example below, that would be as of Nov 22, 2005.



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Ward Incentive System in WIN

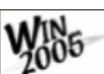


WIN 2005

Ward Incentive Program Angeles		Incentive Purchases Tuesday, November 22, 2005				
DeWitt Nelson YCF						
Name	YA#	Living Unit	Purchase	Pts	Date	Bal
AGUILAR, Daniel Ventura	82058	Angeles				
			4 Free Letters Per Month	-2	11/22/05	24
			Chess Set	-1	11/22/05	23
			8 Calls Per Month	-4	11/22/05	19
AGUILAR, Jesse	80649	Angeles				
			8 Calls Per Month	-4	11/22/05	18
			Handballs	-1	11/22/05	17
ALLEN, Maurice David	87561	Angeles				
			Duffel Bag (Pre-Parole)	-4	11/22/05	18
ALVARDO, Juventino	78202	Angeles				
			Duffel Bag (Pre-Parole)	-4	11/22/05	6

30 Day C Level (Today Only) - Will generate a report listing all youth who have been continuously on C Level for 30 days or more as of today. Since this report counts back 30 days from today, today's date is the only date the print dialog will allow if this report is to be included in the suite of reports being printed. This report will include all **suspended** privileges for the youth to aid in boxing up personal items for sending home. The date listed on the report is the 30th day the youth remained on C Level. This date may have already passed. If the youth is no longer on C Level, their name will not appear on this list.

NOTE: If a different date (or range of dates) is desired for the other reports, print them separately from the first batch of reports.

 Ward Incentive Program		30 Days at C Level		
Modoc		Wednesday, November 30, 2005		
DeWitt Nelson YCF				
Name	YA#	Living Unit	Suspended Privileges	30 Days On
BLOW, Joe	11111	Modoc		
			Alarm Clock	9/21/2005
BURNS, George	33333	Modoc		
			8 Calls Per Month	9/21/2005
			Walkman	9/21/2005



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A Level Eligible's (Today Only) Will generate a list of youth names that have maintained 90% good program days for each of the last three 30-day periods. This list is provided as a means for staff to know the DDMS status of each B Level youth to determine A Level promotion eligibility. This list should be printed on the day it is to be used due to the time-sensitive nature of DDMS.

Ward Incentive Program Angeles		A Level Eligible Wednesday, November 30, 2005
DeWitt Nelson YCF		
Name	YA#	Living Unit
AGUILAR, Daniel Ventura	82058	Angeles
AGUILAR, Jesse	80649	Angeles
AGUIRRE, Carlos	80551	Angeles
ALLEN, Maurice David	87561	Angeles
ALVARDO, Juventino	78202	Angeles
AUE, James Josh	82592	Angeles
BARKER, Reginald	81791	Angeles
BLAIR, Wesley	82236	Angeles
BLANCO, Juan	86161	Angeles
BOLTON, Gary Eric	87490	Angeles

B Level Eligible's (Today Only) will generate a list of all C Level youth and indicate the earliest date the youth can possibly promote to B Level. The date indicated will be based upon each youth receiving all good days from now until that date. Any bad days will postpone the indicated date one more day (all within a 14 day window). This report is only valid for today only.

WIN 2006

Ward Incentive Program
Angeles

C Level Earliest Possible Promotion Date
Tuesday, February 21, 2006

DeWitt Nelson YCF

Name	YA#	Living Unit	Level	Earliest Date
AGUILAR, Jesse	80649	Angeles	C	2/23/2006



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WI Level Roster Will generate a roster of all youth on a given living unit and their Ward Incentive Level. Records will be sorted by WI Level first, then by name. If ALL UNITS is selected, a separate report will be printed for each living unit. Only today's date can be used for this report.

WIN 2006

Ward Incentive Program

Tahoe

Ward Incentive Level Roster

Sunday, December 18, 2005

DeWitt Nelson YCF

Name	YA#	Living Unit	Level
WILLIAMS, Quincee	85266	Tahoe	A
ZHOU, Phillip	84069	Tahoe	A
AGUILERA, Anthony	87169	Tahoe	B
ARMSTRONG, Nathan Maurice	78574	Tahoe	B
BANNING, John	80698	Tahoe	B
BROOKS, Sean Michael	83690	Tahoe	B
CALANDER, Ralph	81231	Tahoe	B
CARTER, Vincent	81662	Tahoe	B
CHEA, Chhay	81169	Tahoe	B
CORNELIUS, Michael	88305	Tahoe	B
COX, Elzie G.	79552	Tahoe	B
CRAIN, Kenny Dale	85091	Tahoe	B
DAVIS, Detrice Tavell	77215	Tahoe	B



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Admin Report Weekly Report (Today Only) generates the Departmental Weekly report required for Faxing to Sacramento.



Ward Incentive Administrative Report
DeWitt Nelson YCF

4/25/2006
17:01:37

Wards participating in the Ward Incentive Program:

A Level	4
B Level	427
C Level	3

Wards NOT participating in the Ward Incentive Program:

Parole Detainees (PD)	4
SMP Wards (SM)	5
120 Program Wards (ST)	2

Total Institutional Count: 445

Ward Incentive Coordinator: _____



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Female Youth Privileges

Facilities housing both male and female youth will have an additional privilege choice in their Privilege Reference list called *Boyfriend on Visiting List*. When living unit staff attempt to purchase privileges for a female youth, they will see *Boyfriend on Visiting List* as an option. When staff are attempting to purchase for a male youth, they will see *Girlfriend on Visiting List*. Female youth will not be allowed to choose a girlfriend from the list, nor will male staff be allowed to choose a boyfriend.

DDMS ability to Suspend Ward Incentive Privileges

Staff setting dispositions in Level 2 and 3 DDMS cases now have the ability to include Ward Incentive Privileges. If “Loss of privilege” is selected as the DDMS disposition, the following dialog will be presented:

If a youth has at least one WI privilege, the pop-up will include the second part below the type-in area allowing staff to select one Ward Incentive Privilege. If the youth has NO WI privileges, this pop-up will not appear and the type-in area will be the only option. If the youth DOES have at least one WI privilege, staff can only choose one option; typing in a privilege or selecting a WI privilege.

NOTE: Only WI privileges that are NOT already suspended will be included in the pop-up.

If a WI privilege is selected and a value is entered for “how many days”, WIN will “stamp” the selected WI privilege with the DDMS case number and a date the privilege is to be restored. WIN checks every night for these dates and will restore a DDMS suspended incentive automatically the day after the last day of suspension.



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Current Privileges * Privileges in RED are suspended and must be restored upon returning to Level B

Date	Pts	Privilege	Suspended Reason	Until
12/12/05	2	Approved Soft Bound Books		
12/12/05	4	8 Calls Per Month		
12/12/05	2	\$15.00 Canteen Upgrade	DDMS	12/23/2005
12/12/05	2	Alarm Clock		
12/12/05	2	Walkman		

Incentive History

Date	Action	Pt Cng	New Ttl	Prev ...	New ...	Detail
12/14/05	DDMS Priv Loss	0	2	B	B	Case #DWVNZ13542

Suspended privileges have three possible values; *Demotion*, *DDMS* or *Demotion & DDMS*. This value is recorded in the **Suspended Reason** field (see graphic above). DDMS suspensions CANNOT be purchased back. Points are not lost once the suspension occurs. Only WIN controls these suspensions. Consequently, once a youth has purchased back all suspensions caused by demotion, they are free to purchase new privileges. DDMS suspensions are treated separately.

If staff re-visit the disposition stage of a DDMS case that has already suspended a WI privilege, they have the ability to change the disposition. If the "Loss of privilege" pop-up selection is made again, ANY change made will restore the previously suspended privilege. Whether or not a new selection is made will determine what happens next. As an example, if staff change the WI suspended privilege from a Walkman to Dominos, the Walkman will be restored and the Dominos will then be suspended with whatever "number of days" accompanies it. An Incentive History record is created for each action so that staff can follow the history of what happened.

Date	Action	Pt Cng	New Ttl	Prev ...	New ...	Detail
12/14/05	DDMS Priv Loss	0	2	B	B	Case #DWVNZ13542
12/14/05	DDMS Priv Restore	0	2	B	B	Case #DWVNZ13542

WI Incentive records CAN be suspended by both DDMS and a demotion.

Current Privileges * Privileges in RED are suspended and must be restored upon returning to Level B

Date	Pts	Privilege	Suspended Reason	Until
12/12/05	2	Approved Soft Bound Books		
12/12/05	4	8 Calls Per Month		
12/12/05	2	\$15.00 Canteen Upgrade	Demotion & DDMS	12/23/2005
12/12/05	2	Alarm Clock		
12/12/05	2	Walkman		



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If this becomes the case, the Suspended Reason field will always display the current status. Here are two examples:

Example 1): If a DDMS case suspends the privilege for 3 days and the youth is demoted to C Level, the WIN night process will most likely remove the DDMS suspension from the privilege before the youth has accumulated 10 good days to promote back up to B Level. In this case, the word DDMS will be removed in the night process after 3 days and the word Demotion will remain until the youth gets the opportunity to buy back the privilege.

Example 2): If a DDMS case suspends the privilege for 100 days and the youth is demoted to Level C, the youth will most likely promote back to B Level before the DDMS suspension time period expires. In this case, the youth will not be able to buy back the privilege until the DDMS suspension time has expired.

The screenshot shows the 'Current Privileges' window with a table of privileges. One privilege, '\$15.00 Canteen Upgrade', is highlighted in red and has a 'Suspended Reason' of 'DDMS & Demotion' and an 'Until' date of '12/23/2005'. An 'Alert' dialog box is overlaid on the window, displaying a yellow warning icon and the text: 'This privilege does not have to be re-purchased, but is suspended until 12/23/2005'. Below the table, there is an 'Incentive History' section with tabs for 'Incentive Cngs Only', 'Acquisitions Only', and 'Entire His'. The 'Incentive Cngs Only' tab is selected, showing a table with columns for Date, Action, Pt Cng, New Ttl, Prev ..., New ..., and Detail. The table contains three rows of data related to DDMS Priv Loss and Restore.

Date	Pts	Privilege	Suspended Reason	Until
12/12/05	2	Approved Soft Bound Books		
12/12/05	4	8 Calls Per Month		
12/12/05	2	\$15.00 Canteen Upgrade	DDMS & Demotion	12/23/2005
12/12/05	2	Alarm Clock		
12/12/05	2	Walkman		

Date	Action	Pt Cng	New Ttl	Prev ...	New ...	Detail
12/14/05	DDMS Priv Loss	0	2	B	B	Case #DWVNZ13542
12/14/05	DDMS Priv Restore	0	2	B	B	Case #DWVNZ13542
12/14/05	DDMS Priv Loss	0	2	B	B	Case #DWVNZ13542

The bottom line, youth can only buy back suspensions marked with Demotion only.

LAN Manager Instructions

New Palettes and Menu Items

The following new Palettes and Menu Items must be assigned to all Living Unit Staff as well as Treatment Managers:

Menu Items

526-531

533-541



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Setup

By default, all items in the WI_Privilege_Reference table will be marked for use at your facility. To de-select one or more of these Ward Privileges, click on the DEFAULTS palette.

Defaults

Defaults: 1 of 1

Default Info. For Your Facility

FacilityName	FacPKInitial	CurrentWINVersion
DeWitt Nelson YCF	DWNZ	1.9.1

Double-click the Defaults record and proceed to click on TAB #5 (Ward Incentive).

Ward Incentive

This is a new TAB dedicated to the Ward Incentive process. It is here you can uncheck any of the Ward Incentive records your facility chooses not to use. Once a record has been unchecked, it will no longer appear in any reference list or report. It also will no longer be included in the WardMaster pop-up as available choices for Ward purchases of privileges.

WIN2000 Default Information: DWN YCF

Facility | WIN | Refrce/eMail Alerts | School | **Ward Incentive**

Ward Incentive Selection List

Privilege	Value	Include
\$10.00 Canteen Upgrade	1	<input checked="" type="checkbox"/>
2 Visiting Days	6	<input checked="" type="checkbox"/>
4 Free Letters Per Month	2	<input checked="" type="checkbox"/>
8 Calls Per Month	4	<input checked="" type="checkbox"/>
Alarm Clock	2	<input checked="" type="checkbox"/>
Approved Soft Bound Books	2	<input checked="" type="checkbox"/>
Chess Set	1	<input checked="" type="checkbox"/>
Dominoes	1	<input checked="" type="checkbox"/>
Duffel Bag (Pre-Parole)	4	<input checked="" type="checkbox"/>
Electronic Game #1	6	<input checked="" type="checkbox"/>
Electronic Game #2	4	<input checked="" type="checkbox"/>
Electronic Game #3	4	<input checked="" type="checkbox"/>
Girlfriend On Visiting List	8	<input checked="" type="checkbox"/>
Handballs	1	<input checked="" type="checkbox"/>
Headphones	2	<input checked="" type="checkbox"/>
Holiday Pictures	4	<input checked="" type="checkbox"/>
MP3 Music Update #1	4	<input checked="" type="checkbox"/>
MP3 Music Update #2	4	<input checked="" type="checkbox"/>
MP3 Music Update #3	4	<input checked="" type="checkbox"/>

Select the Ward Incentive privileges that will be used at this Facility.

Only selected items will be displayed in the WI_Privilege_Reference table, as well as the available choices for Ward Incentive purchases.

Bedline time will determine when a Ward's Program Day begins. The time wards are "normally" required to go to bed determines this value. Behavior happening after this time will count towards the Ward's NEXT day.

Bed Line Time



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Also included on this page is the youth *Bed Line Time* field. WIN will use 8pm as a default value. However, if your Facility has a different *Bed Line Time*, enter it here. WIN will now use this value when considering the *Bed Line Time* for Youth behavior.

Bedline time will determine when a Ward's Program Day begins. The time wards are "normally" required to go to bed determines this value. Behavior happening after this time will count towards the Ward's NEXT day.

Bed Line Time

Special Notes: *LAN Managers must assure the Superintendent is in a group that utilizes the Admin_640_I WardMaster Input For (typically, an Admin group).*

The Living_Unit_640_I WardMaster Input Form, the CsWkSvcs Input Form and the Admin_640_I forms support the DA Referral check box. Managers in the Living_Unit_Managers group must be in a profile which includes one of the above WardMaster Input forms in order to gain access to this required function.

Assure that the Superintendent and PA III of your Facility has a WIN log-on name that matches the name you have entered in the Defaults table. These names must match in order for the Superintendent to use the point additions feature. The PA III name must match in order to perform their functions as well.

Assure that all YCC WIN log-on names match those that have been entered by the Parole Agents as Primary and Secondary Case Counselors. These names must match in order for those staff to purchase privileges on behalf of their caseload.

*By creating and assigning a user to the group name **WI_PrivilegeEdit**, a user can have access to modifying existing privilege records. Membership in this group should only be given to the Ward Incentive Coordinator, or by permission of the Superintendent. Modifications done using this access will create a WI_History record called "Privilege_Correction."*

Intake Officer Instructions

The Intake Officer is responsible for setting initial values in the Ward Incentive system. If an Intake Officer enters a new YA number in WIN creating a new record, WIN will set the new record (Youth) at Incentive Level "C" with zero points.



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Ward Incentive System in WIN



WardMaster: 449 of 4,129

TYSON, Mike 44444 Modoc

General | Board/Tri Prog | Historical | Com | NotReg /Par | Moves/Commts | Contacts | Health | Property | Ward Incentive

Current Privileges * Privileges in RED are suspended and must be restored upon returning to Level B

Date	Pts	Privilege

Current Level: C
Current Points: 0
Level Change Date: 11/18/05
Level Changed By: Intake

Incentive History

Incentive Cngs Only | Acquisitions Only | Entire History

Date	Action	Pt Cng	New Ttl	Prev ...	New ...	Detail
11/18/05	Intake Start Values	0	0		C	Starting Values

Reports

Privilege Reference List
Current Privileges
Incentive History
Ward Incentive Summary

If the new youth entry has an archive record in WIN and is re-activated with a new entry date, the youth's last Incentive Level and point value will still be set to C Level and zero. However, the Incentive History will be retained. In either case, the Intake Officer is responsible for double-clicking the record and entering the correct Incentive Level, point value and privileges.

The Intake Officer will be subject to the same rules when purchasing privileges as Living Unit Staff are. The exception is points will not be charged for these initial privilege values.

Field filers will assure only correct values are allowed. *Current Level* may only be Level A through C (only WIN can assign a value of PD). Only numbers will be allowed for *Current Points*.

Current Level: A
Current Points: 0
Level Change Date: 06/01/97
Level Changed By: False

Privileges

Select a Privilege

* Select all existing privileges here

The information for these three fields should have accompanied the Youth in both the Youth's field file and property box.



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WIN 2006

Inter-Facility Ward Incentive Transfer Sheet
CAMPOS, Lionel 87587
12/19/2005
DeWitt Nelson YCF

Incentive Level: B

Incentive Points: 27

Current Privileges

- \$10.00 Canteen Upgrade
- \$10.00 Canteen Upgrade
- \$15.00 Canteen Upgrade (Initial)
- 4 Free Letters Per Month
- 8 Calls Per Month
- Alarm Clock
- Approved Soft Bound Books
- Chess Set
- Dominos
- Duffel Bag (Pre-Parole)
- Electronic Game #1
- Handballs
- MP3 Music Update #1
- Towels

The Intake Officer has an edit window of one week to enter Ward Incentive data. If an Intake Officer clicks on the Youth Incentive TAB for any youth who has been in the facility more than a week, they will be able to view all Youth Incentive data, but will no longer be able to edit. A message in **RED** will advise the Intake Officer of this as well.:

Current Level

Current Points

Level Change Date

Level Changed By

-- Edit Window Has Expired --



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If the Intake Officer sets the Arrival Status (TAB 1) to *Parole Detainee*...

Arrival Status:	<input type="text" value="Parole Detainee"/>
Parole Office:	<input type="text"/>

... all data on the Ward Incentive TAB will also be non-editable. The following message will inform the Intake Officer of this scenario:

Current Level	<input type="text" value="PD"/>
Current Points	<input type="text" value="0"/>
Level Change Date	<input type="text" value="11/18/05"/>
Level Changed By	<input type="text" value="Intake"/>

Parole Detainee

NOTE: If an Intake Officer is aware of a pending DA prosecution for a youth they are editing in WIN; it is imperative that they check the box titled *Prosecution* on the first TAB of their WardMaster palette (see page 18). This will alert administrative staff of a special Ward Incentive condition that needs to be addressed. Check with your Facility's Case Work Services section to see if this function is being handled by them first before assuming this responsibility.

PA III Level Changes

The PA III position at each facility has the ability to directly change the Ward Incentive Level for any Youth who is currently at Level A, B or C. To do this, the PA III simply clicks in the Incentive Level box and types in the new level. A Ward Incentive History record will be generated for each change the PA III makes documenting the change with the name of the PA III who made it. If a Youth is changed from A or B to Level C, all points be reduced to zero. In each case, the cycle date will also be reset to the date of the change.

The PA III **cannot** promote a youth to A Level. This can only be done by the Master Ward Incentive Coordinator.



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Superintendent Point Additions

The Superintendent of each facility is authorized to grant B Level youth additional Incentive Points. To grant points to any B Level youth, the Superintendent simply double-clicks the WardMaster record in the output list. Once in the input form, clicking on the **WI** TAB will display Ward Incentive data.

AGUILAR, Daniel Ventura 82058 Angeles

Cur | CnNotes | **WI** | YAAC/Par | Mov | DDMS/UOF | RP | ED | Bnd | CC/ITI | Contacts | MH | BckGnd | Rel | GIC | Com | Prop | S...

Current Privileges * Privileges in RED are suspended and must be restored upon returning to Level B

Date	Pts	Privilege

Current Level: **B**
Current Points: **26**
Level Change Date: 00/00/00
Level Changed By: Night Process
☐ Add Points **0**
☐ Promote to Level A

Incentive History
Incentive Cnsg Only | Acquisitions Only | Entire History

Date	Action	Pt Cng	New Tl	Prev ...	New ...	Detail

Canteen Bi-Weekly Spending Limit: **\$15.00**

Reports

☐ Add Points **0**

NOTE: Superintendents have the ability to grant additional points for any reason, at any time.

To grant additional points, simply enter a value and check the box titled *Add Points*. Once this is done, the points will be added to the youth's total and will be immediately available for use by Living Unit Staff.

WIN determines who the Superintendent is by reading the value stored by the LAN Manager in the Defaults Table. ONLY the Superintendent is allowed to use this function.

Other Incentive Point Awards

The WIN Ward Incentive system automatically awards points for the following youth accomplishments:

GED Award

WIN will award each youth 5 points for receiving a GED. The points are awarded immediately after the School Registrar puts in a GED Date into WIN. This award is given only once to any given youth.

HS Diploma Award

WIN will award each youth 10 points for receiving a High School Diploma. The points are awarded immediately after the School Registrar puts in a Diploma Date into WIN. This award is given only once to any given youth.



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3.0 GPA Award

If at anytime a youth reaches a 3.0 GPA in school and is enrolled in at least 3 classes, 4 points will be granted. Each youth is eligible to receive this award every semester. Every time a grade or credit is added or changed by the School Scheduler, a youth's GPA is re-calculated.

5 additional point awards which can be manually added (1/08/08)

There are 5 other possible point awards that may be given at B Level youth. These point awards are given manually and are assigned in WIN by the Ward Incentive Coordinator after proper approval. When the Ward Incentive Coordinator clicks on the *WI* TAB in a Wardmaster record, they will see a green button called "Special Point Awards"

Special Point Awards

AGUIRRE, Carlos

88803

Cswrk

CsHte.Prnts

WI

Mov

DDMS.UOF

RP

ED

Brd

CC/ITI

Contacts

Rel

YAAC.Par

BckGnd

GIC

Hlth

Com

Prop

☐ Pending Proscn-Suspend Prgm

Current Behavior Status

Special Point Awards

Current Privileges

* Privileges in RED are suspended and must be restored upon returning to Level B

Date	Pts	Privilege	Suspended Reason	Until
02/06/06	4	Electronic Game #3	Demotion	
02/06/06	6	Electronic Game #1	Demotion	
01/24/06	2	Personal Clothing	Demotion	
12/19/05	4	Duffel Bag (Pre-Parole)	Demotion	
12/19/05	1	\$10.00 Canteen Upgrade	Demotion	

Incentive History

Date	Action	Pt Cng	New Ttl	Prev ...	New ...	Detail
11/26/07	C Level to B	10	10	C	B	10 Good Days
11/13/07	B Level to C	-10	0	B	C	Serious DDMS
11/01/07	C Level to B	10	10	C	B	10 Good Days
10/30/07	Level Correction	0	0	C	B	Modified by: Designer
10/30/07	Level Correction	0	2	B	C	Modified by: Designer

Current Level **B**

Current Points **10**

Level Change Date 11/26/07

Level Changed By Night Process

Privilege Acquisition

Select a Privilege

* Spend Ward points here by selecting a privilege

Canteen Bi-Weekly Spending Limit

\$15.00

Reports

If the user clicks this button, the following dialog appears:

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Special Point Additions

Select a Point Award

Earned a certificate - 4

Cancel OK

When the user clicks on the pop-up box, the following point award choices are presented:

Special Point Additions

Select a Point Award

Earned a certificate - 4

Heroic or Major Institutional Safety Contribution - 2

Member-Student Council/Ward Advisory Committee for entire semester - 2

Peer Counselor or Mentor for 60 days - 2

Successfully completed any Institutional Community Service program - 2

These abbreviated choices correspond with the last five point award options described in the May 23, 2007 memo distributed by Sandra K. Youngen, Director – Division of Juvenile Justice Facilities:

- Earning a certificate in Anger Management, Project Choice, Conflict Resolution, Project Impact, or other special behavioral management programs such as Healthy Living/Nutrition.
- Heroic or major institutional safety contribution (Superintendent Decision).
- Active member of the Student Council/Ward Advisory Committee for an entire semester.
- Serving as a peer counselor or mentor for every period of 60 days.
- Successfully completing any institutional community project.

(Effective June 1, 2007)



USER MANUAL

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If the user selects one of these choices and clicks on the OK button, the following dialog asks for confirmation:

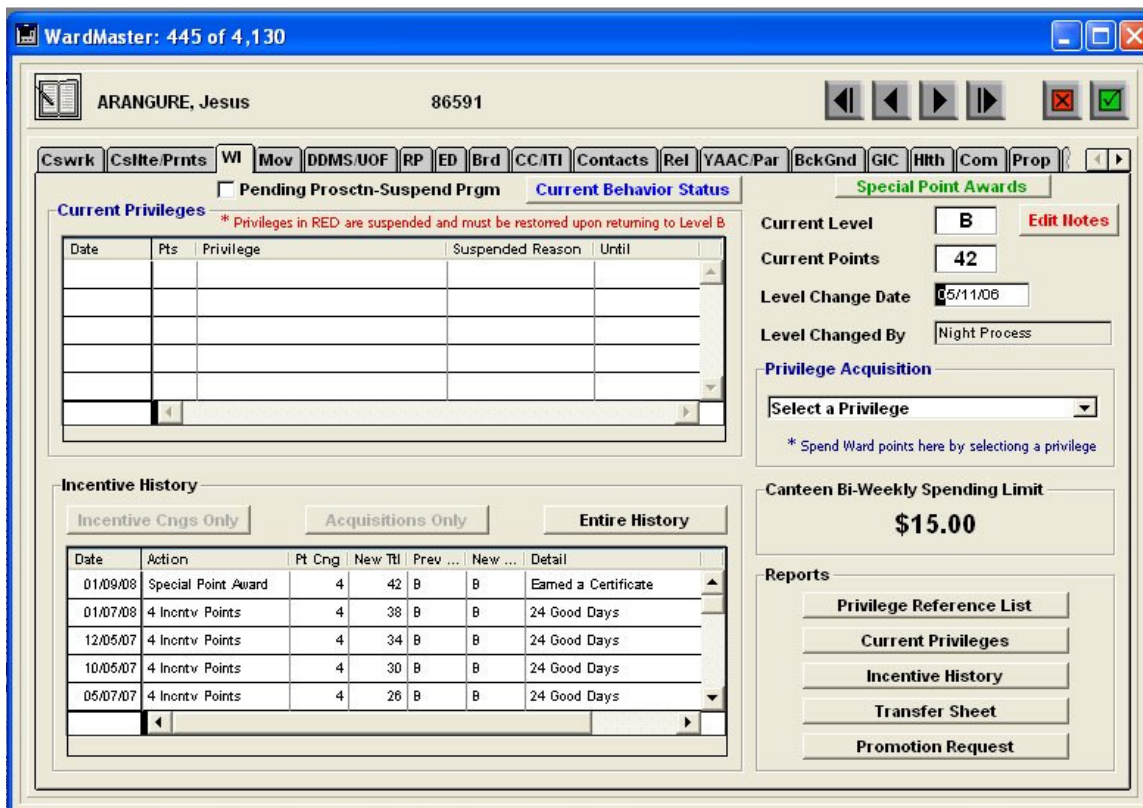


Confirm

Award the following: Earned a certificate - 4 ?

Cancel OK

If the user clicks the OK button in the confirmation dialog, the corresponding points are added and an Incentive History record is saved:



WardMaster: 445 of 4,130

ARANGURE, Jesus 86591

CSwrk CslitePrnts WI Mov DDMS/UOF RP ED Brd CC/ITI Contacts Rel YAAC/Par BckGnd GIC Hlth Com Prop

☐ Pending Proscn-Suspend Prgm **Current Behavior Status** **Special Point Awards**

Current Privileges * Privileges in RED are suspended and must be restored upon returning to Level B

Date	Pts	Privilege	Suspended Reason	Until

Current Level B **Edit Notes**

Current Points 42

Level Change Date 05/11/06

Level Changed By Night Process

Privilege Acquisition

Select a Privilege

* Spend Ward points here by selecting a privilege

Incentive History

Date	Action	Pt Cng	New Ttl	Prev ...	New ...	Detail
01/09/08	Special Point Award	4	42	B	B	Earned a Certificate
01/07/08	4 Incentv Points	4	38	B	B	24 Good Days
12/05/07	4 Incentv Points	4	34	B	B	24 Good Days
10/05/07	4 Incentv Points	4	30	B	B	24 Good Days
05/07/07	4 Incentv Points	4	26	B	B	24 Good Days

Canteen Bi-Weekly Spending Limit

\$15.00

Reports



USER MANUAL

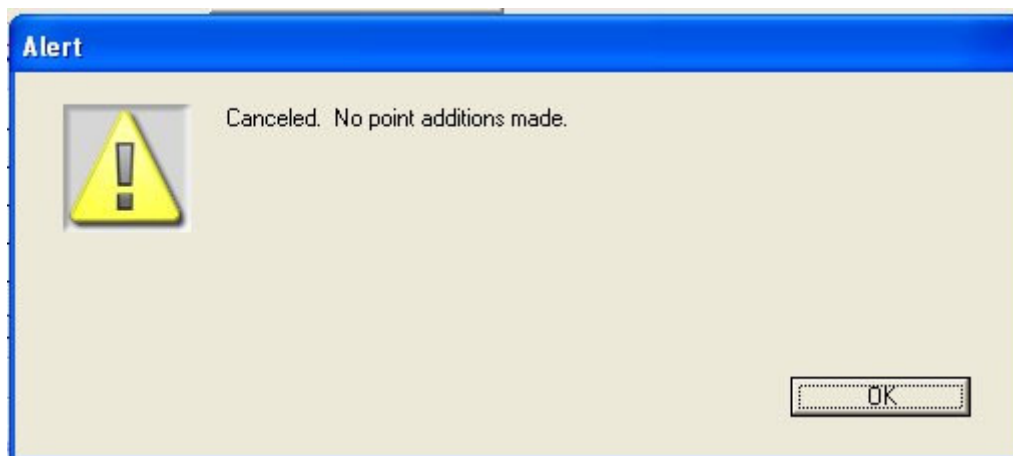
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WI_Point_History

Name	ARANGURE, Jesus
YA#	88591
Date	01/09/2008
Time	15:09:05
Action	Special Point Award
Point Change	4
Previous Cng Date	05/11/06
New Point Total	42
New WI Level	B
Detail	Earned a Certificate
DDMS Cases	

If the user cancels this function at any point, no changes are made and the following dialog is displayed:



A Level Promotions

The Master Ward Incentive Coordinator is the only person who can promote B Level Youths to A Level. A Level applications are forwarded to Sacramento, . Once approved, the Master Ward Incentive Coordinator receives the application and enters it directly into WIN.

-END-